

13 May 1957

MEMORANDUM FOR: Chief, Liaison Division  
CIA Librarian  
Chief, Document Division

SUBJECT : Procurement of Documents from Outside Agencies

1. The OCR responsibility of dealing with outside agencies to service CIA requests is primarily assigned to the Liaison Division as part of its official mission.

2. The CIA Library is responsible under the direction and guidance of the Liaison Division for the routine procurement of documents from outside agencies for CIA requesters. Inasmuch as most all documents received from outside agencies are indexed and filed in the CIA Library, the great majority of requests can be satisfied by the Library either by loaning the desired document to the requester or by reproducing a copy for him. If the document (or microfilm) is not in file and cannot be identified and located in OCR, the Library is responsible for obtaining it through the regular channel from the appropriate outside agency. Such channels have been established for Library regular procurement by the Liaison Division. If the Library does not have a regular channel, or is unable for some other reason to service a request on the outside agency, the Liaison Division will give the necessary assistance and take what action is needed to establish the necessary channel and satisfy the requester.

3. When new series of documents are requested on a continuing basis, the Document Division will normally be designated as the receipt point. Therefore the Library or the Liaison Division will request the outside agency to send such documents to the Document Division and advise the Document Division of the documents involved as well as the specific CIA requester so that proper distribution can be made.

4. The Document Division is responsible for servicing CIA requests for changes in the number of copies of documents regularly being received and disseminated. The Liaison Division will assist or take what action is required to establish a channel if the Document Division is unable to service such a request.

5. The Document Division is also responsible for handling CIA requests passed to OCR for action [REDACTED]

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6. The administrative procedures to carry out the above responsibilities will be coordinated by the Liaison Division with the CIA Library and the Document Division.

7. Individual members of OCR are responsible for accepting requests for OCR service even though not their specific responsibility and for passing such requests to the appropriate unit for action. OCR is a service organization and our requesters must receive courteous, prompt and meaningful responses to their requests -- we are all responsible for that.

[REDACTED]  
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Distribution:

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[REDACTED] Lmc (13/5/57)

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